

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1210

GRADE: S-33

TITLE: NEIGHBORHOOD/COMMUNITY BUILDING COORDINATOR

DEFINITION:

Under the general direction of the Deputy County Executives and the Director of the Department of Systems Management for Human Services, coordinates the development and implementation of interdepartmental, multidisciplinary plans, strategies, and approaches for neighborhood and community building initiatives throughout Fairfax County to build government and community capacity for collaborative problem solving in communities undergoing stress from change; Serves as the County's primary point of contact for neighborhood and community building services for community and business leadership, County Departments, and the Board of Supervisors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Human Services Regional Manager in that the Neighborhood/Community Building Coordinator has Countywide responsibility and involves a focus on a variety of community needs (e.g. human services, public safety, zoning, health), where the Human Services Regional Manager has responsibility for a defined regional area of the County and is focused primarily on human service needs. This class is distinguished from the Housing and Community Development Project Administrator (Director of Revitalization Division) in that the Neighborhood/Community Building Coordinator is focused on building the capacity of community members to address challenges in their changing neighborhoods, where the Director of Revitalization is focused on commercial revitalization of communities.

ILLUSTRATIVE DUTIES:

Facilitates the discussion of issues and recommendations by the Strategy Team (ST) and Community Resource Team (CRT) in the planning and implementation of neighborhood and community building activities;

Facilitates the integration of single plans, strategies, and policy recommendations into a comprehensive project approach;

Coordinates the ST's efforts in assessing and realigning resources and activities of the Police, Fire, Health, Planning & Zoning, Housing & Community Development, Public Works & Environmental Services, and Human Services Departments and other County agencies in the implementation of neighborhood and community building activities;

Fosters relationships and partners with citizen groups, neighborhood organizations, community organizations, and private businesses for the planning and implementation of decisions made jointly between all members of the ST and CRT;

Facilitates the development of incentives for community entities to participate in various neighborhood and community building projects and builds civic capacity through exploration of such options as public-private partnerships, in-kind support, and grant-writing;

Identifies internal barriers (process, policy, and regulatory) to neighborhood and community building, and works with the Office of the County Executive to remove them.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the development and management of multi-agency, community-based neighborhood capacity building and collaboration projects;

Knowledge of neighborhood asset and needs assessment strategies and techniques;

Knowledge of the various human services, land use, public safety, public health, code enforcement, and community processes and approaches that can be utilized in neighborhood and community building activities;

Ability to provide leadership in group process, team-building, and facilitation roles;

Ability to provide leadership and direction through the utilization of facilitation and negotiation skills

Ability to successfully work with diverse groups, community leaders and interests, and a diverse range of professional disciplines;

Ability to provide multi-disciplinary/ interagency team leadership, project management, and coordination;

Ability to manage multiple complex projects and initiatives through completion;

Ability to communicate clearly and concisely in a diverse range of formats and forums, orally and in writing;

Ability to evaluate and recommend appropriate strategies and techniques for identifying and addressing barriers to success in organizational process, structure, policy, and rules;

Ability to be flexible and adaptable to new information and uncertain and fluid situations;

Ability to provide leadership through influence rather than formal authority and the ability to develop and foster the relationships, both internally and externally, necessary to manage complex projects in this context.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a degree in planning, community development, public administration, or a related field; PLUS

Five years of increasingly responsible experience managing teams of other professionals.

ESTABLISHED: October 17, 2002